

KRONOS TRAINING

CT SUPERVISOR

AGENDA

Getting Started

- Signing in
- Understanding the Kronos Navigator
- Viewing your information

Finding your team

- Search for an employee
- Working with hyperfinds

Timecards

- Editing punches
- Editing pay codes
- Adding comments
- Adding rows
- Transfers
- Scheduling a pattern
- Genies
- Troubleshooting

Schedules

- Adding schedules
- Adding a pattern
- Quick actions
- Editing a schedule
- Finding your team location
- Finding your team hyper find
- Assigning/Unassigning
- Shift Transfers

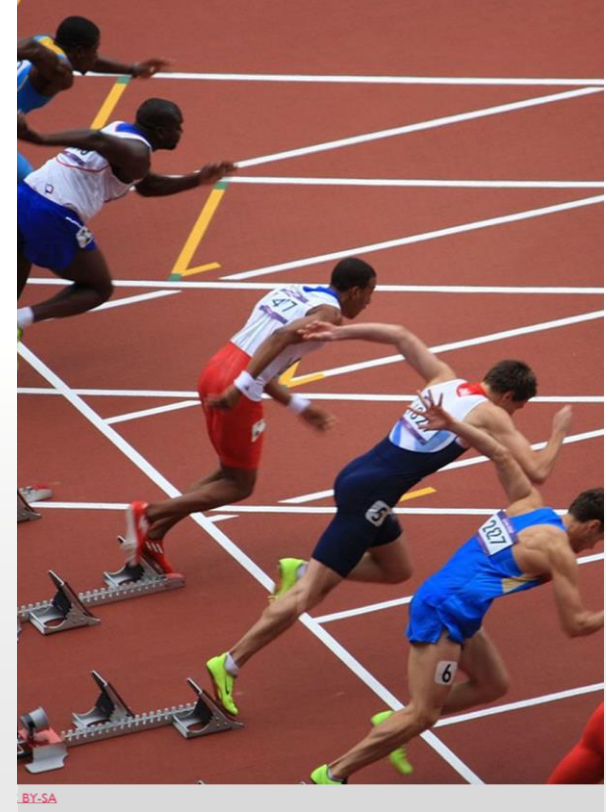
Time-Off

- Reviewing time off requests
- Time off reports

Interfaces

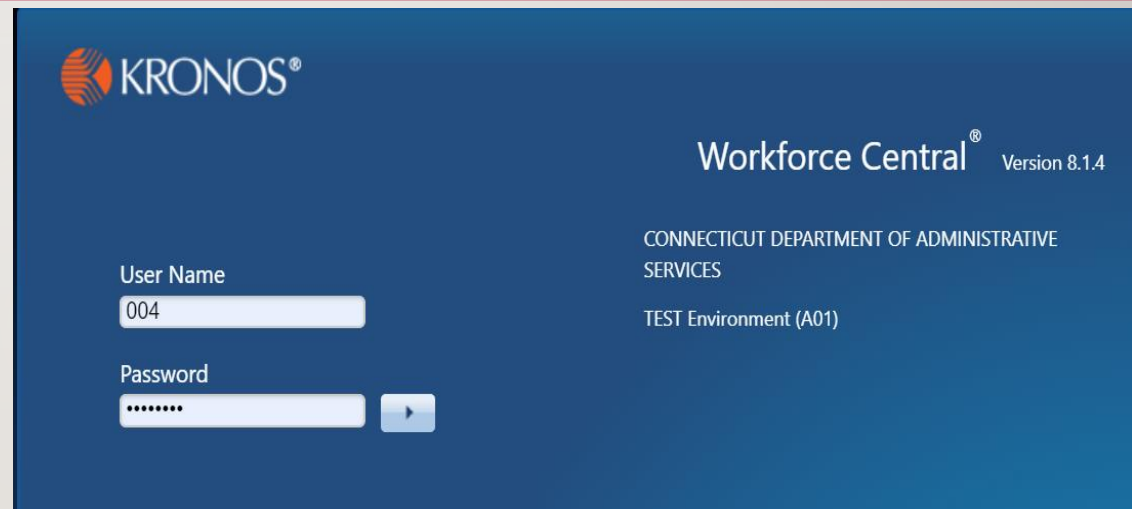
- Pulling the Time Export Report

GETTING STARTED



GETTING STARTED – SIGNING IN

- Now that you have successfully swiped let's log on to Kronos.
- Open a web browser and enter:
 - <https://ctgov-tst.kronos.net/wfc/logon>
- Enter your username and password



KRONOS®

Workforce Central® Version 8.1.4

CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES

TEST Environment (A01)

User Name
004

Password
.....

GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

The screenshot shows the Kronos Navigator interface. At the top left is the Kronos logo. Below it is a navigation bar with 'My Information' and a '+' sign. A circled '2' highlights this '+' sign. Below the navigation bar is a 'My Timecard' header. To the right of the header is a 'Manage My Department Interfaces' dropdown menu. Below the header is a 'View' button (circled '1') and an 'Approve Timecard' button. To the right of these buttons are 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' buttons. Below the buttons is a table with the following columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table contains data for dates from Fri 1/03 to Sun 1/12. A circled '1' is also present in the top right corner of the interface.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Fri 1/03	8:00AM-4:00...											
+ x	Sat 1/04												
+ x	Sun 1/05												
+ x	Mon 1/06	8:00AM-4:00...											
+ x	Tue 1/07	8:00AM-4:00...											
+ x	Wed 1/08	8:00AM-4:00...											
+ x	Thu 1/09	8:00AM-4:00...											
+ x	Fri 1/10	8:00AM-4:00...											
+ x	Sat 1/11												
+ x	Sun 1/12												

1. Employee timecard:
Can add your own punches, add specific pay codes, and also approve your timecard
2. Clicking the ' + ' sign will bring you a list of the different modules you can access, as a timekeeper you can manage your department and export time reports

GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

The screenshot displays the Kronos Navigator interface. At the top left is the Kronos logo. Below it, there are navigation tabs: 'My Information' (selected) and '+'. A dropdown menu for 'My Timecard' is open, showing 'Manage My Department Interfaces'. On the right side of the header, there is a 'Current Pay Period' dropdown menu and a 'Loaded: 11:56 PM' indicator. Below the header, there are icons for 'View' (eye icon) and 'Approve Timecard' (checkmark icon). To the right of these are four buttons: 'Print Timecard' (printer icon), 'Refresh' (refresh icon), 'Calculate Totals' (calculator icon), and 'Save' (save icon). A circled '2' is placed over the 'Refresh' button. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table contains data for dates from Fri 1/03 to Sun 1/12, with a schedule of 8:00AM-4:00... for most days.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Fri 1/03	8:00AM-4:00...											
+ x	Sat 1/04												
+ x	Sun 1/05												
+ x	Mon 1/06	8:00AM-4:00...											
+ x	Tue 1/07	8:00AM-4:00...											
+ x	Wed 1/08	8:00AM-4:00...											
+ x	Thu 1/09	8:00AM-4:00...											
+ x	Fri 1/10	8:00AM-4:00...											
+ x	Sat 1/11												
+ x	Sun 1/12												

1. Can use the drop down and the calendar icon to change the time period view
2. The buttons allow you to refresh, save, and print out your timecard information

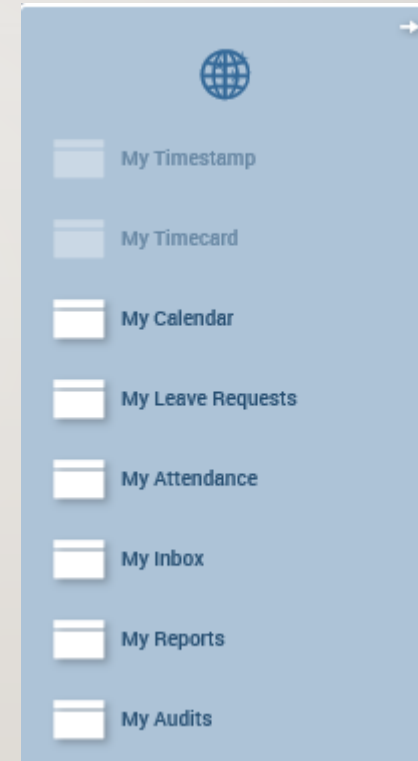
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

1. User information and log off
2. Last timestamp and transfer allows you to execute a transfer and record a punch
3. Related Items menu: Through related items you can access all the different widgets that interface has to offer, as you cycle through my information, manage my department, etc the related items menu will update
4. Search: Can provide help with any look up you're having trouble with

The screenshot displays the Kronos Navigator interface. At the top, a dark navigation bar contains the user's name 'Timekeeper Persona', a 'Sign Out' link, and a search icon. Below this, the main interface is divided into two panels. The left panel, titled 'My Timestamp', shows the 'Last Timestamp' field with a circled '2' next to it, a 'Transfer' dropdown menu, a 'Cancel Deductions' checkbox, and a 'Record Timestamp' button. The right panel is a sidebar menu with a globe icon and a circled '3' next to it, listing various widgets: 'My Timestamp', 'My Timecard', 'My Calendar', 'My Leave Requests', 'My Attendance', 'My Inbox', 'My Reports', and 'My Audits'. A circled '4' is positioned at the top right of the main interface. To the right of the main interface is a 'Transfer' dialog box with a circled '2' next to it. This dialog box has tabs for 'Job Transfer', 'Labor Account', and 'Work Rule'. It contains several dropdown menus for 'Agency-Dept...', 'Location', 'Combo Code', 'Override Reas...', 'Employee ID-E...', 'Supervisor', and 'Job'. There are 'Cancel' and 'Apply' buttons at the bottom right of the dialog box.

GETTING STARTED – VIEWING YOUR INFORMATION

Through the related items menu on the right side of the screen you can access all your information



GETTING STARTED – VIEWING YOUR INFORMATION

Through the My Calendar widget you can view your calendar and see your daily schedule as well as make requests for time off

The screenshot shows the 'My Calendar' interface. At the top, there's a header with the title 'My Calendar' and a navigation arrow. Below the header, the date range 'January 5 - 11, 2020' is displayed. The main area contains five icons: 'Day', 'Week', 'Month', 'Visibility Filter', and 'Request Time Off'. The 'Week' view is selected. The calendar grid shows three columns for 'Sun 1/05', 'Mon 1/06', and 'Tue 1/07'. The time slots on the left range from 8:00AM to 3:00PM. On Monday and Tuesday, there are blue blocks representing a regular work schedule from 8:00AM to 4:00PM, labeled '[8.00 h] Regular'. An orange horizontal line is positioned at the 1:00PM mark.

	Sun 1/05	Mon 1/06	Tue 1/07
8:00AM		8:00AM-4:00PM [8.00 h] Regular	8:00AM-4:00PM [8.00 h] Regular
9:00AM			
10:00AM			
11:00AM			
12:00PM			
1:00PM			
2:00PM			
3:00PM			

GETTING STARTED – VIEWING YOUR INFORMATION

- You can request time off through the My Calendar Widget.
- You can also view your accrual balances at the bottom of the screen.
- In order to choose which pay code to use for your request, click **Submit** at the bottom when completed.

Request Time Off

Type:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="button" value="+"/> <input type="button" value="x"/>	1/07/2020	1/07/2020	Vacation	Full day		

Accruals on:

Accrual	Balance
Bone Marrow Donor	56.0 Hour
Comp Time	0.0 Hour
Comp Time Holiday	0.0 Hour

GETTING STARTED – VIEWING YOUR INFORMATION

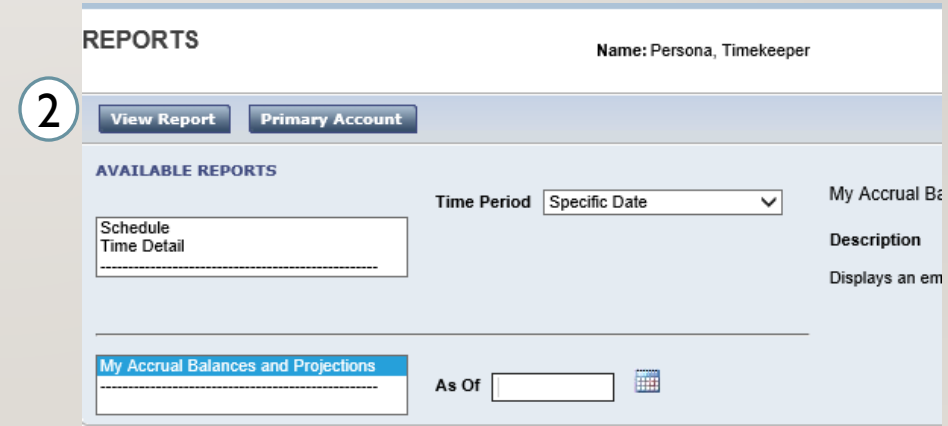
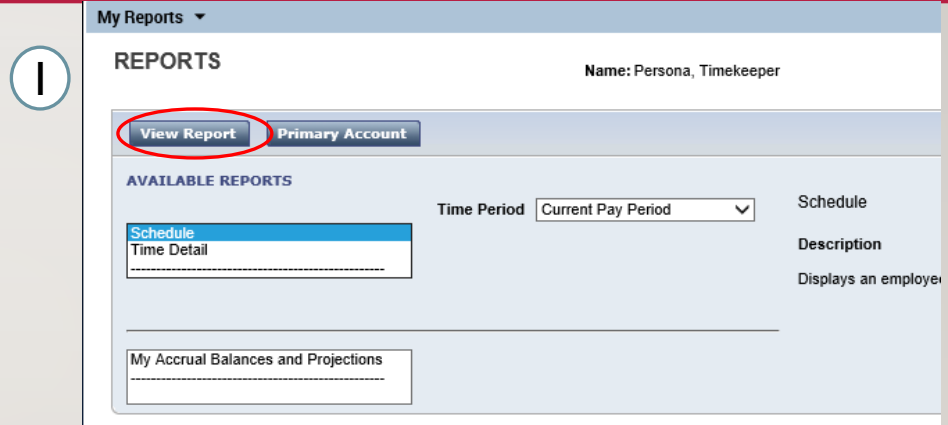
- Through the My Inbox widget you can see all your tasks and messages
- Messages can be notifications from supervisors or updates about timecards/requests

The screenshot displays the 'My Inbox' interface. At the top, it says 'INBOX' and 'Last Refreshed: 1:35 PM'. Below this, there are two tabs: 'TASKS' (highlighted in orange) and 'MESSAGES'. Under the 'TASKS' tab, there are three buttons: 'Edit' with a right-pointing arrow, 'Reassign' with a right-pointing arrow, and 'Refresh'. Below the buttons, there are three filters: 'Status' set to 'Active' with a dropdown arrow, 'As of Date' set to '12/08/2019' with a calendar icon, and 'Categories' set to 'All' with a dropdown arrow. At the bottom, there is a table with two columns: 'From' and 'Subject'. The table contains one row with a light green background: 'Persona, Timekeeper' in the 'From' column and 'Manager Delegation, Request Form' in the 'Subject' column.

From	Subject
Persona, Timekeeper	Manager Delegation, Request Form

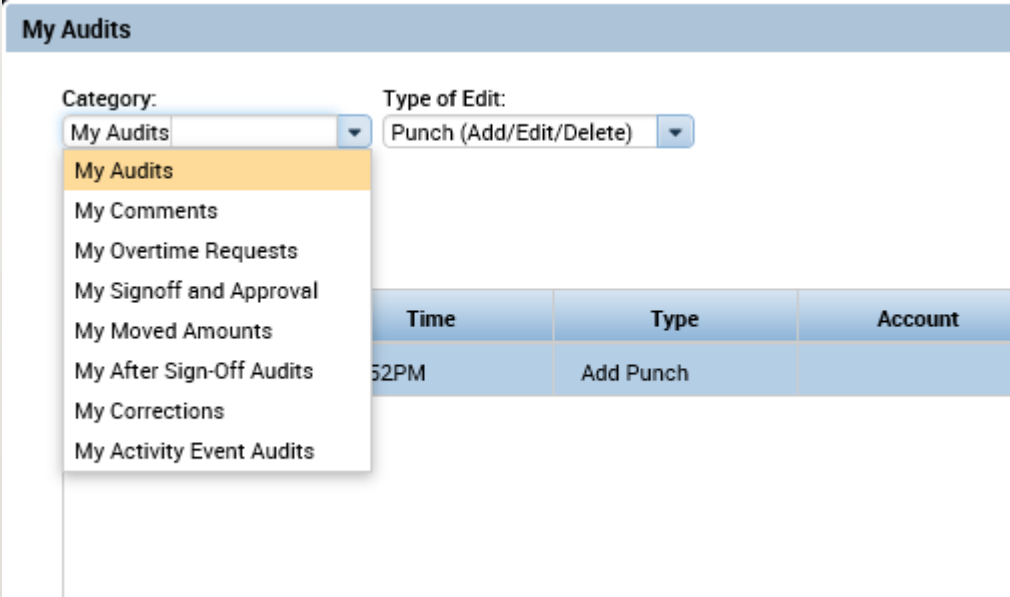
GETTING STARTED – VIEWING YOUR INFORMATION

1. In the My Reports widget Schedule and Time Detail can be viewed by selecting the report and the Time Period and click **View Report**
2. To view My Accrual Balances and Projections select the report and fill in the As Of date then click **View Report**



GETTING STARTED – VIEWING YOUR INFORMATION

Through the My Audits widget you can view different actions such as punching in as shown on the right, or all the categories listed on the drop down



The screenshot shows the 'My Audits' widget interface. It features two dropdown menus at the top: 'Category:' with 'My Audits' selected, and 'Type of Edit:' with 'Punch (Add/Edit/Delete)' selected. Below these is a table with three columns: 'Time', 'Type', and 'Account'. The table contains one row with the value '52PM' under 'Time' and 'Add Punch' under 'Type'. A dropdown menu is open over the 'Category:' dropdown, listing the following options: My Audits, My Comments, My Overtime Requests, My Signoff and Approval, My Moved Amounts, My After Sign-Off Audits, My Corrections, and My Activity Event Audits.

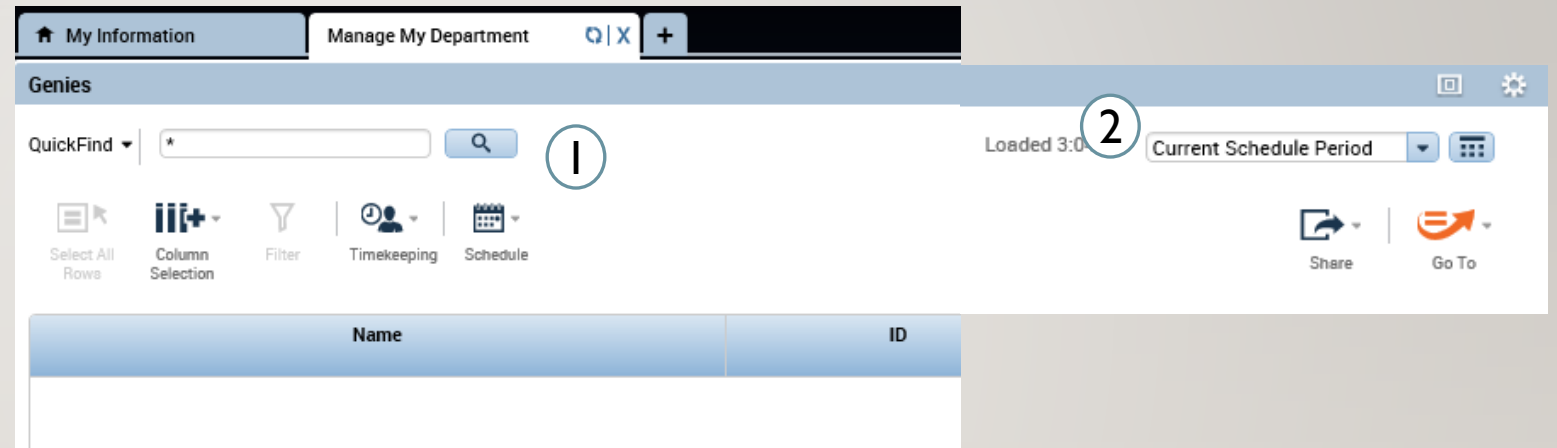
Time	Type	Account
52PM	Add Punch	

FINDING YOUR TEAM



FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE

1. Under the Manage My Department tab use the default QuickFind Genie and search for your employee.
2. This area allows you to change the desired timeframe, or share the employee information by exporting it to excel or csv.
3. 'Go To' allows you to select an employee and transition to the different Management widgets that will be covered



FINDING YOUR TEAM - HYPERFIND

1. Under the locations drop down as shown below, there will be a list of hyperfinds, select the New button to create a new Hyperfind.
2. Select whether you want the Hyperfind to be public or private or ad hoc which is one that is available to everyone that can only be edited
3. Choose by what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown.
4. Choose whether you want your Hyperfind to include or exclude employees then fill in the dates and the specifics of what you want to search with, tap **Save As** to complete the hyper find creation.

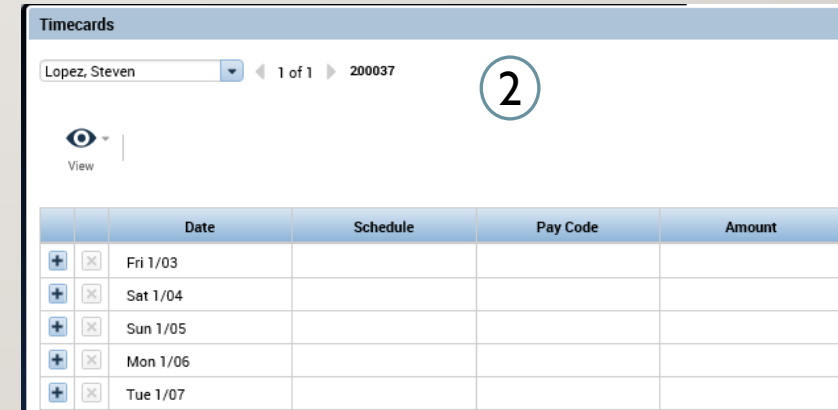
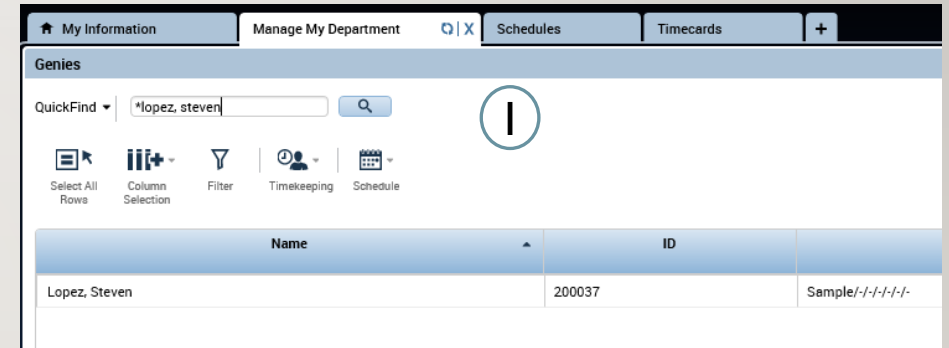
The screenshot shows the 'HYPERFIND QUERIES' interface. On the left, a sidebar menu is open, showing a list of hyperfinds under the 'Willow' location. A callout '1' points to the 'New...' option at the bottom of this list. The main interface has a 'Visibility' dropdown set to 'Public', with a callout '2' pointing to it. Below this, a 'Filter' dropdown is open, showing options like 'Name or ID', 'Primary Job', etc., with a callout '3' pointing to the 'Name or ID' option. The main search area has a 'NAME OR ID' section with 'Include' selected and a search dropdown set to 'By Last Name', with a callout '4' pointing to the search dropdown. At the bottom right, the 'Save As' button is highlighted with a red box.

TIMECARDS



TIMECARDS – EDITING PUNCHES

1. Using the QuickFind Genie under Manage My Department search for the employee you want to see, then double click their name to open their timecard
2. Once in the timecard you can adjust the view change the timeframe and begin editing



TIMECARDS – EDITING PUNCHES

1. Once in the timecard, exceptions will be highlighted such as a missed in/out punch as shown on the right
2. Select the desired cell and enter the corrected time
3. Hover over any exception to get more details

Timecards

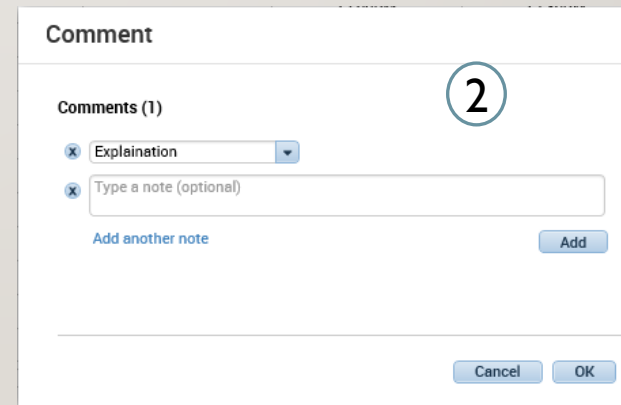
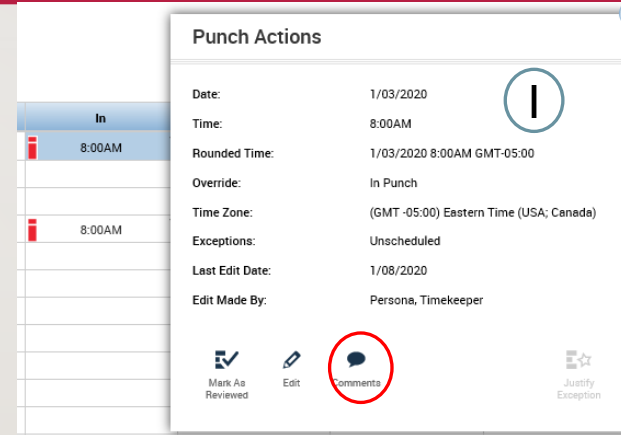
Lopez, Steven 1 of 1 200037

View

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	x	Fri 1/03				8:00AM		
+	x	Sat 1/04						
+	x	Sun 1/05						
+	x	Mon 1/06				8:00AM		12:00PM

TIMECARDS – ADDING COMMENTS

1. While hovering over an exception you can right click to view its details.
2. Once you select **Comments** choose Explanation from the drop down and then add the desired comment



TIMECARDS – EDITING PAY CODES

1. By default entered time will follow the Pay Rule that has been assigned to you and you will not need to enter pay codes for regular time/OT/ or Holidays
2. Pay codes/TRC will need to be entered for exceptional situations such as the employee being unable to submit a leave/time off request.

Genies

QuickFind

Name	ID	Primary Labor Account	Pay Rule
Lopez, Steven	200037	Sample/-/-/-/-/-/-	02 FT NSD STD 8

		Date	Schedule	Pay Code	Amount
+/-		Fri 1/03			
+/-		Sat 1/04		2	
+/-		Sun 1/05			
+/-		Mon 1/06			
+/-		Tue 1/07		Governor Granted Ti...	2.0

TIMECARDS – ADDING ROWS

- 1. Click on the ‘ + ‘ to add a new row to a day.
- 2. Once you enter the pay code for the time off and the regular hours worked the time will be automatically compiled on the right, you can see the sum of hours under the Daily column.

①

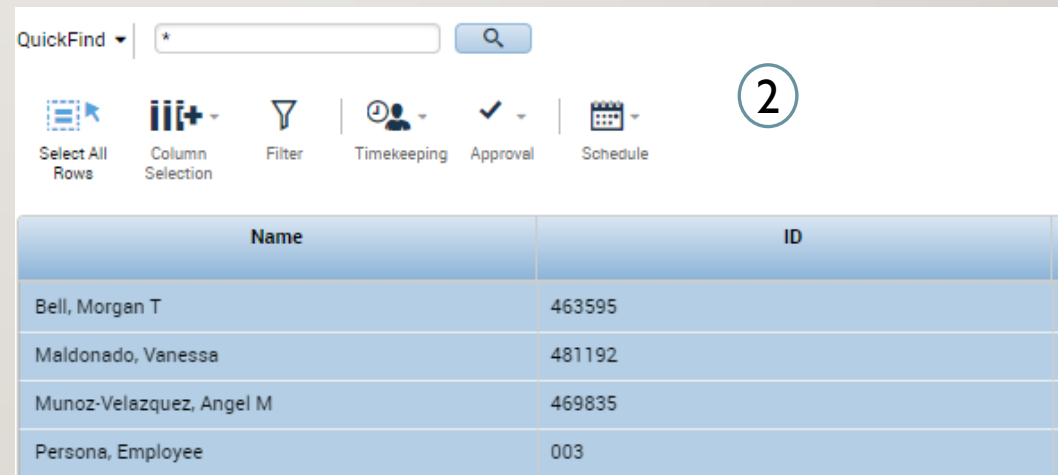
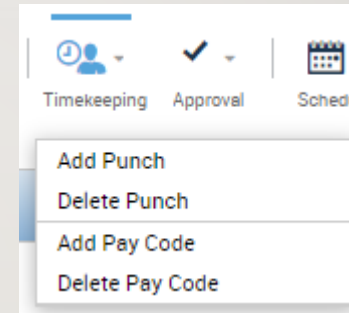
+	x	Tue 1/07		Governor Granted Ti...	2.0
+	x				

②

Shift	Daily
8.5	8.5
6.0	8.0

TIMECARDS – GROUP EDITS

1. You also have options to add a punch or a pay code to a group of people
2. All you would need to do is select the employees you want to modify and choose then add in the punch or pay code. This can be useful in the LWGOV scenario to avoid having to manually add in every pay code



A screenshot of an employee list interface. At the top, there is a 'QuickFind' search bar with an asterisk and a magnifying glass icon. Below the search bar is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', and 'Schedule'. A circled '2' is positioned to the right of the toolbar. Below the toolbar is a table with two columns: 'Name' and 'ID'.

Name	ID
Bell, Morgan T	463595
Maldonado, Vanessa	481192
Munoz-Velazquez, Angel M	469835
Persona, Employee	003

TIMECARDS – NEGATIVE PAY CODES

Pay codes can also be used to edit accrual buckets. Rather than perform a whole reset after accidentally using a pay code, you can use a pay code with a negative value to add that time back to the accrual bucket.

+	×	☰ Mon 5/11		Sick	-8.0
+	×		7:00AM-3:00PM		
+	×	Tue 5/12	7:00AM-3:00PM		
+	×	Wed 5/13	7:00AM-3:00PM		

TIMECARDS – DOLLAR AMOUNT PAY CODES

- Dollar amount TRCs need to be entered as hourly amounts as opposed to dollars in Core
- For example, if you were supposed to get 20.25 dollars of in charge pay **XIC01**, you would divide that by 2.25 and input 9 hours in Kronos

Mon 6/08		XIC01 - In Charge Pay 2.25	9:00
	7:00AM-3:00PM		

TIMECARDS – HOLIDAYS PAID ON A PASS DAY

1. Validate the correct holiday is being paid to the employee under **Totals**
2. If the employee is 3rd shift and needs to be paid on a pass day, use the pay code **Hol Comp Earned Pass Dy** 7HR, 7.5HR, 8HR

Totals			
Accruals		Audits	
Historical Corrections			
Daily		Pay Code	
Pay Code	Amount	Wages	
Holiday	8:00	\$325.68	

	Date	Schedule	Pay Code	Amount
+ X	Sun 11/10			
+ X	Mon 11/11		Veteran's Day	8:00
+ X			Hol Comp Earned Pass Dy 8HR	8:00
+ X	Tue 11/12			

Totals			
Accruals		Audits	
Historical Corrections			
All		Pay Code	
Pay Code			
Holiday Comp Earned on Pass Dy			

TIMECARDS – TRANSFERS

On the timecard between the in and out punches you can choose the transfer drop down, from there you can choose previously chosen work rules/labor accounts or search for an unused one

In	Transfer	Out
8:00AM	//DCF91111110001001	3:00PM

Transfer

//DCF91111110001001

//DCF9111111000100100
12 FT OT40 SDE3 DCF
Search...

Transfer

Name Lopez, Steven
Job
Labor Account /////
Work Rule 12 FT OT40 SDE3 DCF

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Agency-Dept... Employee ID-E...
Location: Supervisor:
Combo Code: Job:
Override Reas...

Cancel Apply

TIMECARDS – LABOR ACCOUNT TRANSFERS

Labor Account Transfer: this can be done if you are working at a different location for a day or working a different position you want to charge to that different location. In this window you will enter every piece of information that changed in the transfer.

If you are working a different job at a different agency under a different supervisor, every labor level would need to be entered.

Transfer

Name	Lopez, Steven
Job	
Labor Account	/////
Work Rule	12 FT OT40 SDE3 DCF

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

Add Labor Account Clear All

Agency-Dept...	<input type="text"/>	Employee ID-E...	<input type="text"/>
Location:	<input type="text"/>	Supervisor:	<input type="text"/>
Combo Code:	<input type="text"/>	Job:	<input type="text"/>
Override Reas...	<input type="text"/>		

TIMECARDS - WORK RULE TRANSFER

- Work rule transfer: You get called in and there's a different pay rule for being called in, you would do a work rule transfer and enter the pay rule that should be applied to you for that day
- An example of this is OT Double time, in order for an employee to receive that pay you must enter a work rule transfer for **Mandated OT** using the employee's pay rule, this may also need to be done for **Holiday Comp**

Transfer

Name	Lopez, Steven
Job	
Labor Account	/////
Work Rule	12 FT OT40 SDE3 DCF

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

Add Work Rule

Search List

- 01 EX
- 02a Civilian Managers
- 02b Sworn Managers
- 02 FT CT40 NSD
- 02 FT NSD
- 02 PT NSD
- 03 FT CT40 NSD
- 03 FT OT40 NSD
- 04 No OT NSD Other
- 05 NP-1 Holiday Not Required

10 FT OT40 SDE STD 7.5 MandOT
10 FT OT40 SDE STD 7 MandOT
10 FT OT7.5 NSD STD 7.5 MandOT

TIMECARDS – GENIES

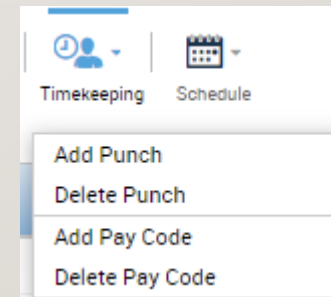
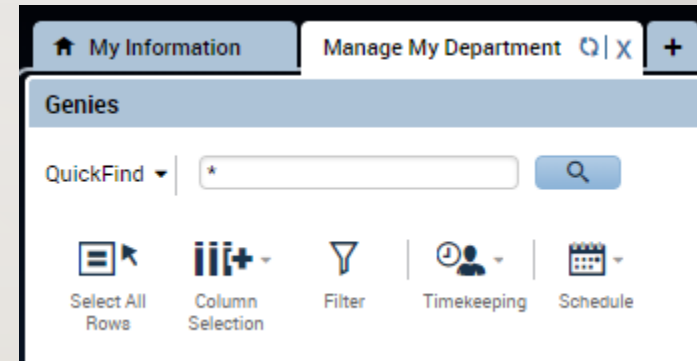
1. Approvals summary allows you to see the current status of recent requests, needs to be checked prior to the end of the pay period
2. All WTK exceptions shows you every current exception for the employees assigned to you, will be important to check daily

ID	Name	Reporting Manager	Manager Approval	Employee Approval	Signed Off	General Exce...	Unexcused Absence	Total Hours	Overtime
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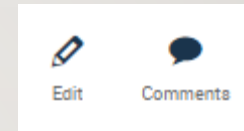
Name	Bonus Ap...	Break Out...	Cancel De...	Core Hour...	Early In	Early Out	Holiday S...	Invalid Du...	Late In	Late Out	Long Break	Long Inter...
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TIMECARDS – GENIES CONTINUED

1. Making group edits can also be done through the **QuickFind** genie. If you have a punch or a pay code you need to add to all or a group of your employees
2. Search all or narrow down the list with a search or a hyperfind, then select all rows and use the **Timekeeping** widget to add a punch or a pay code



TIMECARDS – OVERRIDES AND CANCELLATIONS



1. Right clicking on a punch and selecting Edit, allows you to set an override, such as setting a new shift or adding a break
2. You can also cancel deductions, in scenarios where employees did not take a lunch because they had to continue working as shown here

Punch

Date: 9/02/2020

Time (h:mma) *: 5:00PM

Rounded Time: 9/02/2020 5:00PM GMT-04:00

Override:

Time Zone:

Cancel Deduction:

Exceptions:

Comments:

Punch

Date: 9/02/2020

Time (h:mma) *: 5:00PM

Rounded Time: 9/02/2020 5:00PM GMT-04:00

Override:

Time Zone:

Cancel Deduction:

Exceptions:

Comments:

TIMECARDS – LUNCH EDITS FOR TIME OFF

1. When an employee takes time off during the day they may not receive their automatic meal deduction due to the 6 hour shift length minimum for a lunch deduction

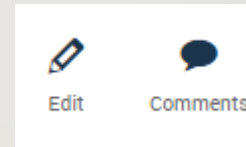
8:00AM-9:00AM			8:00AM		9:00AM				1.0	
	Sick Appointments	2.5	9:00AM							
11:30AM-5:00PM			11:30AM		5:00PM				5.5	9.0

2. In this scenario you would make adjustments to the second set of punches to account for the taken lunch

8:00AM-9:00AM			8:00AM		9:00AM					
	Sick Appointments	2.5	9:00AM							
11:30AM-5:00PM			11:30AM		12:00...	1:00PM		5:00...		

TIMECARDS – LUNCH EDITS FOR TIME OFF

1. Right click on the punch you edited and select the Edit button
2. Select Explanation from the drop down and enter the reason for the manual adjustment



Comment

Comments (1) [Add Comment](#)

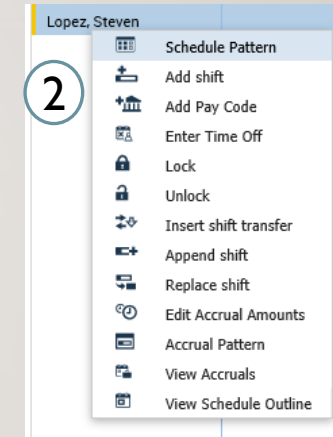
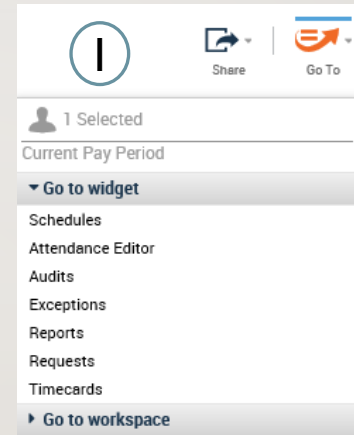
[Add another note](#)

SCHEDULING



SCHEDULING – ADDING A SCHEDULE

1. After selecting an employee using the QuickFind, press the Go To button and select **Schedules**
2. Right click the name of the employee or one of the empty cells on the schedule and select **Add shift**. You can also left click on one of the cells and manually enter in a timeframe.
3. On the add shift window enter the type of shift, the date, the start time, and the end time. Select Apply to save your changes and add the shift to the schedule.

A screenshot of the 'Add Shift' form. A circled '3' is next to the form. The form includes fields for 'Assigned to' (Lopez, Steven), 'Shift Details' (12:00am-1:00am(1.00h)), and 'Primary Job' (None). There is also a 'Repeat this shift for' field set to 1 day. Below these is a table with columns: Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, Labor Level Transfer, and Work Rule Transfer. The table contains one row with the following data: Start Date: 1/04/2020, Type: Regular, Start Time: 12:00am, End Time: 1:00am, End Date: 1/04/2020, Duration: 1.00. At the bottom of the form are 'Cancel' and 'Apply' buttons, and a 'Comments (0) Add Comment' link.

SCHEDULING – EDITING A SCHEDULE – OFF TIME

1. Time that is not scheduled and needs to have a work rule transfer must use Off Time
2. For employees to be paid correctly, all time and work rules should be entered and scheduled before hand. If the employee is going to be using a work rule or labor account transfer such as when they get On Call, you would need to use Off Time.

1

The screenshot shows the 'Add Shift' interface. At the top, it says 'Add Shift'. Below that, 'Assigned to' is set to 'Lopez, Steven'. To the right, 'Shift Details' shows '4:00am-7:00am(3:00h)' and 'Primary'. Below this, there is an 'Insert Template' dropdown and a 'Shift Label' input field. At the bottom, a table lists the shift details:

	Start Date	Type	Start Time	End Time	End Date	Duration
+ x	7/01/2020	Off	4:00am	7:00am	7/01/2020	3:00

2

The screenshot shows a calendar view for 'Wed 7/01'. Below the date, there are three time slots listed:

- 4:00AM - 7:00AM (o)
- 7:00AM - 3:00PM
- 3:00PM - 11:00PM

SCHEDULING – EDITING A SCHEDULE

1. Open the Quick Actions icon to pop out all the different things that you can do for a persons schedule. Press Copy/Paste and then select the schedule you want to copy by clicking on it and then click every cell you want to paste it to
2. After selecting a cell you can also select a pay code for that particular day and add it through the schedule. Using the pay code button and the drop down you can select the desired pay code and add it for just that day or include it in a pattern

The screenshot displays the 'Quick Actions' menu in a scheduling application. The menu includes icons for Assign, Unassign, Shift Transfer, Insert shift template, Comment, Pay Code, Copy / Paste, Delete, Lock / Unlock, Swap, and Quick Actions. A 'Copy / Paste' dropdown is open, showing a search bar and a list of pay codes. A circled '1' is next to the 'Copy / Paste' button in the top menu, and a circled '2' is next to the 'Pay Code' button in the bottom menu.

By Employee		12/29 - 1/04	
Name ^	Fri 1/03	Sat 1/04	
Lopez, Steven	8:00AM - 4:00PM		

Search...
Administrative Leave Paid
Agency-Union Picnic or Party
Agency Weather-Emer Closing
Call Back Payment Hours
Career Mobility
CCE - Comp Time Earned
Displayed 100 of 124. Please narrow down your search.

SCHEDULING – EDITING A SCHEDULE

1. You can add multiple rows for different occurrences
2. Perform a labor level transfer as previously done (slide 24) for working a different position or for working at a different location or perform a work rule transfer as previously shown (slide 25) for situations where your hours need to be paid out differently than they typically are due to bargaining unit rules.

Edit Shift

Assigned to: Shift Details: 10:00am-10:00am(0.00h) Primary Job: None

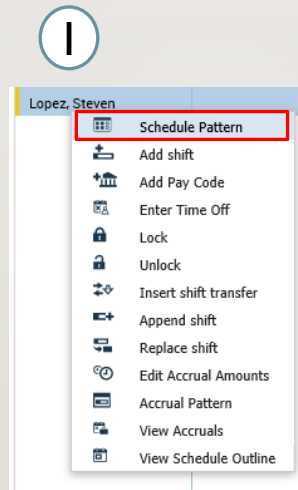
Insert Template Shift Label: Repeat this shift for days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<input type="checkbox"/>	1/03/2020	Regular	10:00am	4:00pm	1/03/2020	6.00			
<input type="checkbox"/>	1/03/2020	Regular	8:00am	10:00am	1/03/2020	2.00			

Comments (0) [Add Comment](#)

SCHEDULING – ADDING A SCHEDULE PATTERN

1. If instead of selecting insert a shift you select **Schedule Pattern**, you can create a schedule for an employee for these desired period of time and choose how often it would repeat. Start your pattern on a Friday since pay periods start on Fridays.
2. Fill in the anchor date which is the day the pattern begins and should be on a Friday due to the pay period. Then select the start date and the end date or check in the bubble for making the pattern repeat forever. After that you have the option to define the pattern for multiple weeks or for a certain amount of days and then you would fill in the desired schedules.



A screenshot of the 'Schedule Pattern' configuration form. The form is titled 'Schedule Pattern' and shows it is assigned to 'Lopez, Steven' with a primary job of 'None'. A circled '2' is placed above the form. The form includes fields for 'Start Date', 'End Date', 'Duration', and 'Rotation'. Below these are 'Add Pattern' options: 'Anchor Date' (1/03/2020), 'Start Date' (1/03/2020), and 'End Date' (with a 'Clear' button). There is a radio button for 'Forever' and a checkbox for 'Override Other Patterns'. The 'Define Pattern for' section has a dropdown set to '1' and radio buttons for 'Week(s)' (selected) and 'Day(s)'. There are also links for 'Add Shift', 'Add Pay Code', 'Shift Template', and 'Pattern Template', along with an 'Items in rotation' dropdown and a 'Find' button. At the bottom, there is a table with columns for 'No.', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. The table has two rows: row 1 has a grey bar from Sunday to Thursday; row 2 has a grey bar from Friday to Saturday. 'Cancel' and 'Apply' buttons are at the bottom right.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Grey	Grey	Grey	Grey	Grey		
2						Grey	Grey

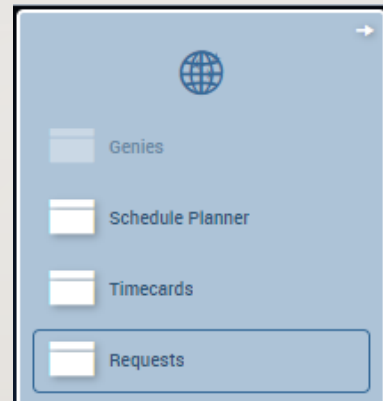
TIME OFF



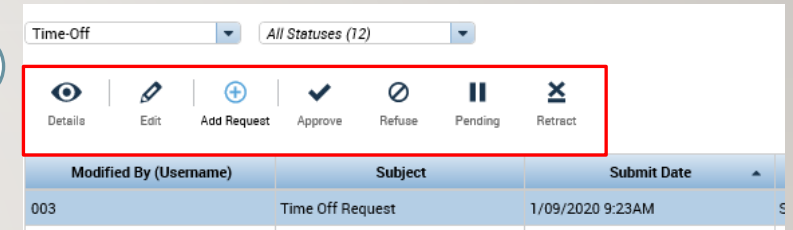
TIME OFF – REVIEWING TIME OFF REQUESTS

1. Use the **Request** widgets under **Manage My Department**
2. The following menu will appear with the options to **view, edit, approve, refuse, set as pending, and retract.**
3. Whichever item you choose will lead you to the following menu. Select the appropriate request and then **add an optional comment** to explain the decision.

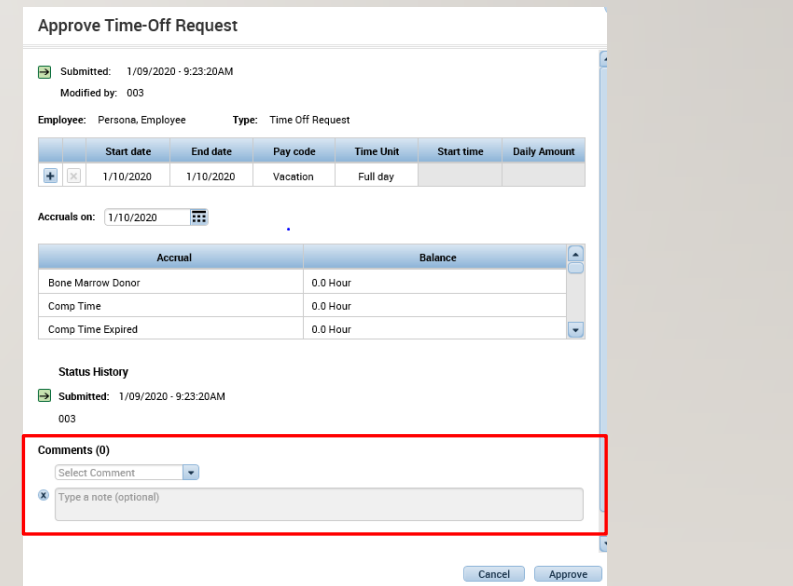
1



2

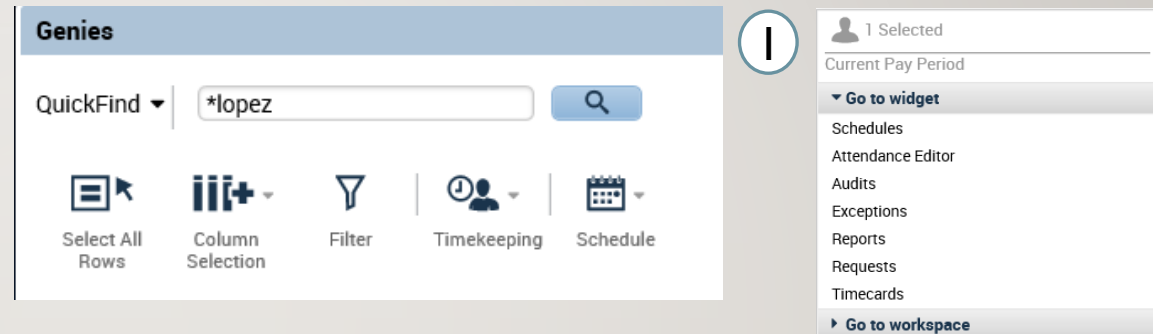


3



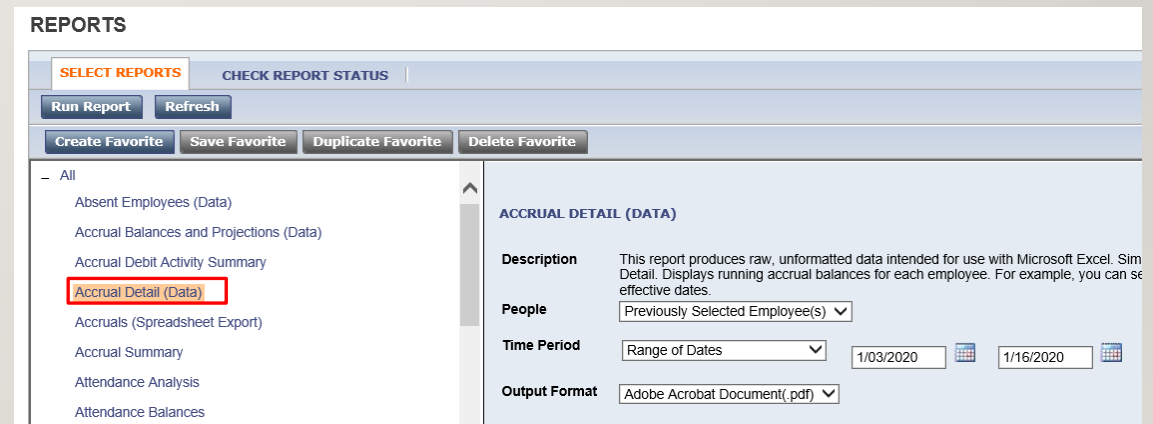
TIME OFF – TIME OFF REPORT

1. Use the QuickFind to find the employee you want to make changes for. Use the Go To button to access **Reports**



The screenshot shows the 'Genies' interface. At the top, there is a 'QuickFind' search bar containing the text '*lopez'. Below the search bar are several icons: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. On the right side, there is a 'Go To widget' menu with options: 'Schedules', 'Attendance Editor', 'Audits', 'Exceptions', 'Reports', 'Requests', and 'Timecards'. A 'Go to workspace' button is also visible at the bottom of the menu. A circled '1' is placed over the 'Go to workspace' button.

2. Through the reports interface select the Accrual Detail report and select **Run Report**



The screenshot shows the 'REPORTS' interface. At the top, there are buttons for 'SELECT REPORTS' and 'CHECK REPORT STATUS'. Below these are buttons for 'Run Report', 'Refresh', 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A list of reports is shown on the left, with 'Accrual Detail (Data)' highlighted in a red box. On the right, the 'ACCRUAL DETAIL (DATA)' report details are shown, including a description, a 'People' dropdown menu, a 'Time Period' dropdown menu, and an 'Output Format' dropdown menu. A circled '2' is placed over the 'Run Report' button.

TIME OFF – TIME OFF REPORT

1. Switch to the Check Report Status tab and select the Accrual Detail report. Select the appropriate report and press View Report.
2. The report will download and show you all your accrual information

REPORTS

SELECT REPORTS
CHECK REPORT STATUS

View Report
Refresh Status
Delete

Report Name	Format
Accruals (Spreadsheet Export)	xlsx
Accrual Detail (Data)	pdf
Accrual Detail (Data)	pdf
Accrual Debit Activity Summary	pdf

Accruals (Spreadsheet Export) Executed On: 1/09/2020 9:55AM

Data Up to Date: 1/09/2020 9:55AM Printed For: 006

Time Period: 1/03/2020 - 1/16/2020 Untotalized Employee Count: 0

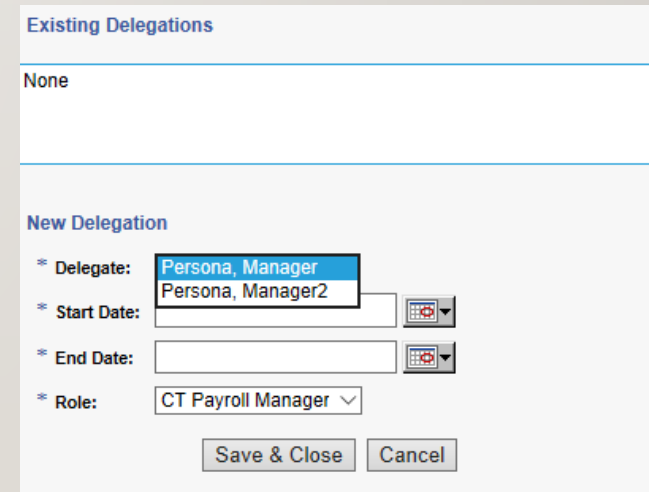
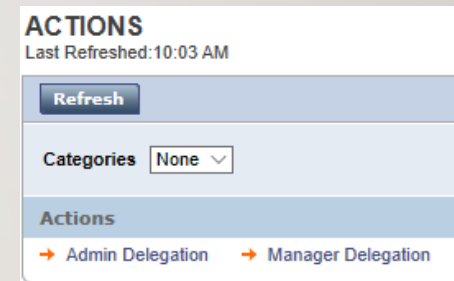
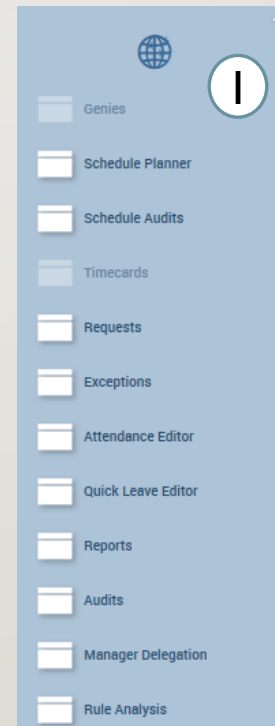
Employee	Reporting Period		Accrual Code		
Name	Start Date	End Date	Name	Unit	Opening Balance
Persona, Employee	1/01/2020	12/31/2020	Bone Marrow Donor	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Expired	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Holiday	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Holiday Expired	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-CTFMLA	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-CTFMLAMIL	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-FMLA	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-FMLAMIL	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-Tracking	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Military Leave Active Duty	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Military Leave Training	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Olympics	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Organ Donor	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Personal	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Red Cross	Hour	0.0

1

2

DELEGATION

1. Manager Delegation can be found under the same name in the Related Items menu on the right
2. Once there you can choose to delegate any role you have, once selected you would choose the delegate, the time frame, and the role to be delegated

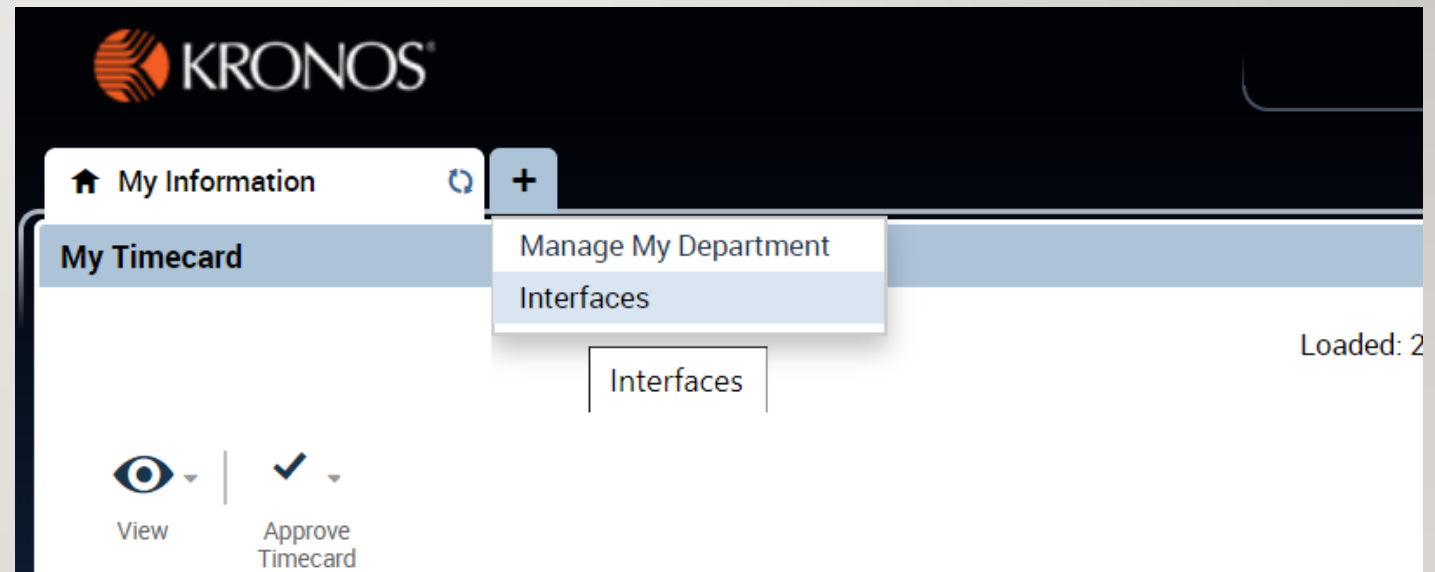


INTERFACES



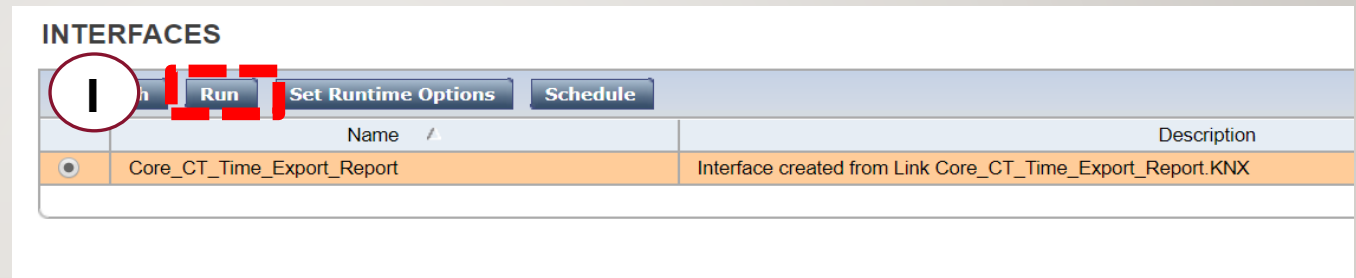
INTERFACES – PULLING THE TIME EXPORT REPORT

- You'll first need to access the Interfaces Screen. Do this:
 1. Click on the + symbol
 2. Then select interfaces



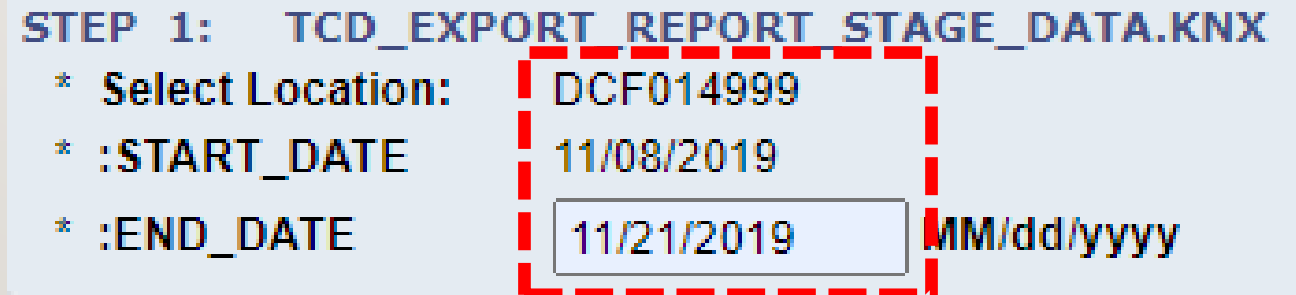
INTERFACES – PULLING THE TIME EXPORT REPORT

- Once you select you have successfully navigated to the interface screen you can access the report.



1. Click on the Core CT Time Entry Report then click **Run**
2. Enter the Start and End day of the pay period you want to access. Once completed press continue.

2



INTERFACES – PULLING THE TIME EXPORT REPORT

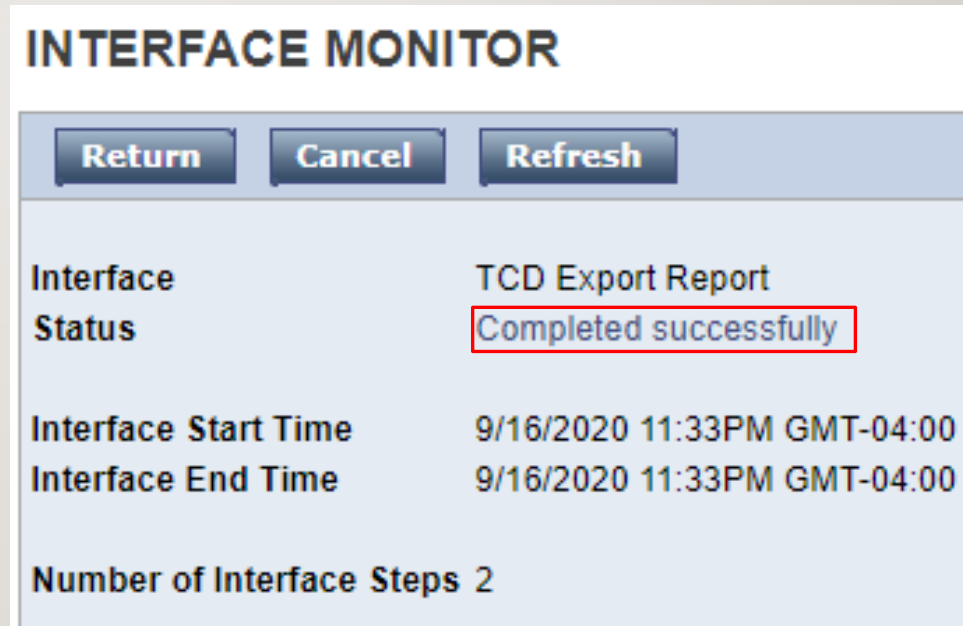
1. The report will take a moment to fully load. The **status** will display waiting until it has been fully run.
2. Use the **Refresh** button to see when the file is ready.

INTERFACE MONITOR

Return	Cancel	Refresh
Interface	TCD Export Report	
Status	Waiting	
Interface Start Time	9/16/2020 11:33PM GMT-04:00	
Interface End Time	Pending	
Number of Interface Steps	Pending	

INTERFACES – PULLING THE TIME EXPORT REPORT

1. Once fully load you will see the status change to Completed successfully
2. Click the that link begin to download the report



The screenshot shows a window titled "INTERFACE MONITOR" with three buttons: "Return", "Cancel", and "Refresh". Below the buttons, the interface details are displayed:

Interface	TCD Export Report
Status	<u>Completed successfully</u>
Interface Start Time	9/16/2020 11:33PM GMT-04:00
Interface End Time	9/16/2020 11:33PM GMT-04:00
Number of Interface Steps 2	

INTERFACES – PULLING THE TIME EXPORT REPORT

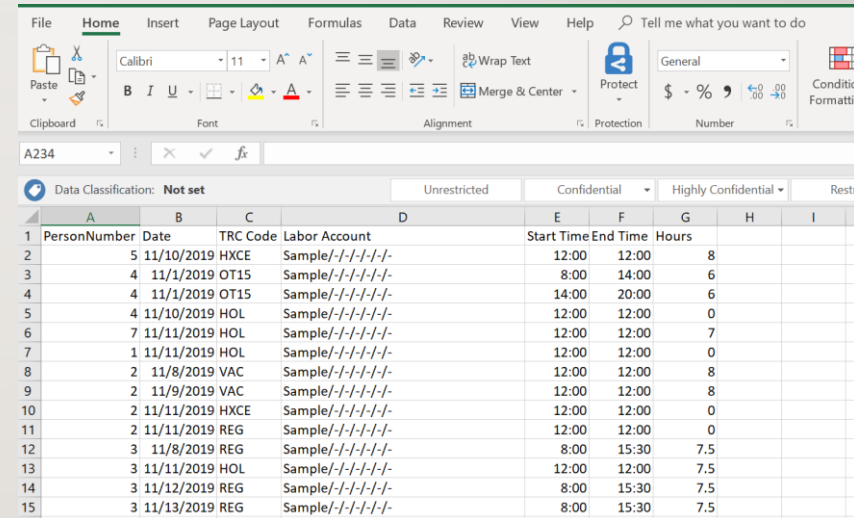
1. By clicking the link you will generate a pop window that will display a summary of the report.
2. Scroll down until you see Output File(s). Then click the file ending in **.CSV**

GENERAL INFORMATION	
Interface	TCD Export Report
Description	TCD Export Report
User	snocera
Locale Policy	
Start	9/16/2020 11:33PM GMT-04:00
End	9/16/2020 11:33PM GMT-04:00
Duration	0:00:01
Status	Completed successfully
Totals	Errors 0
	Disqualified 0

Output Mapped Folder	WIM_OUT
Output File(s)	<u>TCD_Export_Report.csv</u>
Selected Options	Delimited by ',' Text file encoding: Latin 1

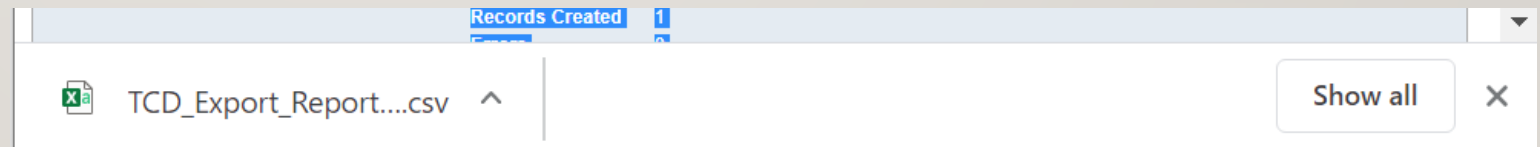
INTERFACES – PULLING THE TIME EXPORT REPORT

1. By clicking the output file link you will download the report to your computer
2. Click on the name of the report to open the report.



The screenshot shows the Microsoft Excel interface with a table containing time export data. The table has columns for PersonNumber, Date, TRC Code, Labor Account, Start Time, End Time, and Hours. The data is as follows:

PersonNumber	Date	TRC Code	Labor Account	Start Time	End Time	Hours
5	11/10/2019	HXCE	Sample/-/-/-/-/-	12:00	12:00	8
4	11/1/2019	OT15	Sample/-/-/-/-/-	8:00	14:00	6
4	11/1/2019	OT15	Sample/-/-/-/-/-	14:00	20:00	6
4	11/10/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	0
7	11/11/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	7
1	11/11/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	0
2	11/8/2019	VAC	Sample/-/-/-/-/-	12:00	12:00	8
2	11/9/2019	VAC	Sample/-/-/-/-/-	12:00	12:00	8
2	11/11/2019	HXCE	Sample/-/-/-/-/-	12:00	12:00	0
2	11/11/2019	REG	Sample/-/-/-/-/-	12:00	12:00	0
3	11/8/2019	REG	Sample/-/-/-/-/-	8:00	15:30	7.5
3	11/11/2019	HOL	Sample/-/-/-/-/-	12:00	12:00	7.5
3	11/12/2019	REG	Sample/-/-/-/-/-	8:00	15:30	7.5
3	11/13/2019	REG	Sample/-/-/-/-/-	8:00	15:30	7.5



THE END

Please refer to the Timekeeper Job Aids and the eLearnings for any further questions and don't hesitate to reach out to your local Kronos contact and your supervisors with any questions